

COMPREHENSIVE TRANSPORTATION PLAN REPORT DISTRIBUTION

DRAFT REPORTS

The draft report goes to those listed in the table below. Copies should be limited to those who can give valuable input. The number of copies will ultimately be determined by the number of jurisdictions that will need to review the draft report. Drafts should be accompanied by a cover letter requesting comments by a specific date. Once the comment period is over, the report should be finalized, sent to reproduction in .pdf format and distributed. (Electronic copy of the [Print Request Form](#) and the report could be mailed to DOT.PrintingServices@ncdot.gov)

Recipient	Paper	CD
BOT Member(s)	1 ¹	
City and/or County Contact(s)	2 ¹	
Division Engineer	1	
District Engineer	1	
Division of Bicycle and Pedestrian Transportation	1	
Rail Division – Planning	1	
Public Transportation Division	1	
RPO Contact	1	
Any others	0 ¹	

FINAL DISTRIBUTION (Internal)

The final distribution internal to NCDOT will be via cover letter (including weblink) distributed through Distribution A. This will cover all DOT recipients, except the following:

Recipient	Paper	CD
Jerry Higgins - NCDOT Communications Office	1	
TPB Files (Room 447)	6 ²	1
Mike Bruff	1	
TPB Web Designer	<i>ELECTRONIC FILES FOR WEB</i>	

FINAL DISTRIBUTION (External)

Except as noted, the following will receive a cover letter with the report which should guide them to our website. The distribution addresses are listed below the table.

Recipient	Paper	CD
FHWA – Planning and Program Development	1	
RPO	1 ¹	1
City and/or County Contact(s)	1 ¹	1
Federal Aviation Administration	1 ³	
NC Department of Commerce, DCA	1	
US Housing and Urban Development	1	
NC State Clearinghouse	10	

Total number of hard copies typically needed for final distribution is 25¹

¹Additional copies may be needed.

². One copy should be unbound, with 1 master CD kept in locked cabinets in TPB File Room 447.

³. Send only if applicable

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Addresses for External Distribution:

1. FHWA – Planning and Program Development Manager (via Inter-Office Federal)
2. RPO, City and/or County Contact(s) (via US mail)
3. Federal Aviation Administration, Southern Regional Office, 1701 Columbia Avenue
College Park, Georgia 30337 (Send only if project in CTP affects major airport)
4. NC Department of Commerce, Division of Community Assistance. (via US mail) See website
for appropriate region:
<http://www.nccommerce.com/en/CommunityServices/CommunityPlanningAssistance/CommunityPlanningProgram/index.htm>
5. US Department of Housing and Urban Development, North Carolina Field Office, Asheville
Building, 1500 Pinecroft Road, Suite 401, Greensboro, NC 27407-3838, Attn: Field Office
Director, (US Mail)
6. NC State Clearinghouse, use following transmittal form for paper format. (Inter-Office).
Send copy of the form to NCDOT, Public Information Office.
<http://statelibrary.ncdcr.gov/ghl/handouts/PublicationsTransmittalForm.pdf>
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